

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification:** **Supervising Psychiatric Social Worker I (Salary: \$6477 - \$7371)**  
**Position Will Be Effective 7/1/08 – Pending Budget Enactment**

**Tenure/Time Base:** **Permanent, Full-time**

**Location:** **Veterans Home of California - Lancaster**  
**3101 W Avenue I, Lancaster CA 93536**  
**Temporary (Approx. 1 yr.) Offices Currently At:**  
**6150 Van Nuys Blvd., Van Nuys CA 91401**

**Who Should Apply:** Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.**

## **Duties and Responsibilities:**

- Plan, organize and direct the psychiatric social work program.
- Write clear, accurate and concise reports.
- Provide supervision to clerical support personnel, Psychiatric Social Workers and/or Hospital Workers working with and on behalf of mentally and emotionally disturbed, mentally deficient or physically disabled patients and their relatives in the Lancaster Veterans Home Residential Care Facility–Elderly Unit.
- Act as the chair person for Quality Assurance Committee.
- Assign cases and counsel social workers on casework problems.
- Provide consultation to other departments. Participate in management conferences. Participate in the Admissions Committee. Provide a working and task-oriented relationship with community agencies.
- Complete Minimum Data Sets as they apply to Social Services.
- Update social services policy and procedures manual as new laws and regulations change.
- Monitor social services program in conjunction with quality assurance program to maintain guidelines of Dept. of Health Services, Dept. of Social Services and governmental licensing agencies.
- Keep records and reports of statistical data in an orderly manner.
- Function as the Social Service Health and Safety Coordinator.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
 Human Resources Division  
 1227 "O" Street, Room 404  
 Sacramento, CA 95814

**Attn: Jacquie Ruiz, M80#010G-08/09**

## **Inquiries:**

Voice: (916) 653-2535  
 TDD: (916) 653-1966

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#010G-08/09 on your application.

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. RELEASED: 721/08